



[www.takeoffaviation.com](http://www.takeoffaviation.com)

[info@takeoffaviation.com](mailto:info@takeoffaviation.com)

321-423-6763

## TAKE OFF AVIATION SERVICES (TOA) POLICIES AND PROCEDURES

We are pleased that you have chosen to fly with us! For the benefit of all our customers, passengers, and instructors, please adhere to the following guidelines during your flight.

1. **AIRCRAFT FLIGHT LOG** – Please fill in completely and text/email to TOA
  - a. Start time can be AFTER pre-flight (~0.1 hours w/o engine running)
  - b. In FUEL LEFT ON BOARD block, if refueled write 'FULL' or '38 gallons', if called but not completed, write "CALLED" or "ORDERED".
2. **FUEL:** Following each flight, please check the fuel level in both tanks.
  - a. If less than **18 gallons of fuel**, call Space Coast Executive Jet Center at (321) 267-8355 or on the aircraft radio at 122.95.
  - b. *"Top-Off on the account of Takeoff Aviation"*
3. **OIL:** Min Level **4 Quarts** / Max Level **5.5 Quarts** / Do not fill if more than **5.0 Qts**
4. **CLEANING THE AIRCRAFT**
  - a. INTERIOR: Wipe down controls, door handles, seats, and common headsets (if used) with anti-bacterial wipes found in the airplane.
  - b. EXTERIOR: If able, use the provided cleaner to wipe down the vertical surfaces for bugs & debris (leading edge of the wing, engine cowling, leading edge of the horizontal stabilizer).
5. **TRASH** – Please **take your trash** with you after your flight. In particular, please do not leave your oiled paper towels in the milk crate.
6. **SCHEDULING** – Be courteous to other pilots. Schedule only the time you need and be on time for the start and end of your time block.
7. **LATE RETURN** – If expected to return to TIX after the scheduled time, please attempt to contact TOA or the next customer to notify them.
8. **ALLOWABLE FLIGHT INSTRUCTION** – Only Take Off Aviation Services approved flight instructors are authorized to provide instruction in Take Off Services aircraft.

**Thank you! Fly safe and have fun!**